

ADMINISTRATIVE ORDER NUMBER 3-6

SUBJECT: Uniform Program

Responsible Department: Finance

Date Issued: 12-1-1998

Date Revised: 08-26-2019

Approved: *(Signature on File)*

Purpose

The purpose of the uniform program is:

1. To delineate the uniform program administered by the Finance Department which provides uniform maintenance for work units in which a uniform is required but a uniform allowance is not provided.

To delineate the process for new divisions entering into the uniform program.
2. To set forth general procedural guidelines for the operation of the program.
3. To identify on what basis an employee can appear in uniform in support of a commercial enterprise or otherwise provide the impression that the City or a department of the City endorses a particular company, product or person.
4. To identify the process for determining if the employees of a particular work unit are required to wear a uniform when conducting business.

Responsibility

1. The overall responsibility for the operation of the uniform program will rest with the Finance Department.
2. The responsibility for solving minor uniform problems will rest with the designated employee in each division who serves as a liaison between the uniformed employees and the laundry service representative.

Policy

As a matter of policy, employees who wear a City uniform are prohibited from appearing in uniform in support of a business, product or person.

Procedures

1. It is the City's policy to require a favorable majority vote by the applicable employees in the division or work unit before instituting a revision of or implementation of a new uniform program in any division or work unit. However,

all new employees will be automatically included in the program once it has been established.

2. After it has been determined that a division will institute a uniform program, employees will select a specific uniform plan, from the plan choices noted in Attachment A, that will provide them with the uniforms best suited to the work they do.
3. The total cost of the program is shared on a 50-50 basis between the City and the employee and the appropriate employee cost will be deducted from the employee's paycheck.
4. Payroll deductions will be stopped only if an employee is absent from work for a complete pay period.
5. Notations of employees added to or deleted from the uniform program shall be made on the uniform service report that accompanies each prelist.
6. Although the responsibility for the uniform program is centralized, each division shall designate one employee as a liaison between the laundry service and the employees for the purpose of resolving minor uniform problems. Some of these minor problems may include lost or damaged garments, starch problems, delays in service, incorrect sizes, etc. Complaints to the laundry service shall be submitted to the laundry service representative in writing in the appropriate section of the Uniform Service Request Form, attached to this Administrative Order as Attachment B.
7. When problems do arise that cannot be resolved between the division and the laundry service, the Finance Department should be contacted for assistance in resolving the problem.
8. Changes in uniform plans will be permitted only if an employee changes departments or otherwise moves to a position with different uniform requirements or with department review and approval.
9. Short-sleeve shirts will be issued to those employees requesting this service, in writing, on the Uniform Service Request form. Otherwise, the season for short-sleeve shirts is May 1 to November 1, except for those employees who request short-sleeve shirts year-round. Once a year, on the first working day in January during the life of the contract, all employees will be required to indicate whether or not they desire short-sleeve shirts.
10. City uniforms are to be worn only while going to and coming from work, and while actually at work for the City of Fresno. Under no circumstances will City employees wear uniforms while working outside of the City government or on their own personal time in a situation that gives the appearance of representing the City

without authorization. Departments may have their own more restrictive policies, regarding wearing uniforms outside of work time.

11. Dirty uniforms will be turned in at the various designated pick-up stations each week. Employees not meeting this schedule will have shortages in their uniform supply.
12. Medium starch will be used in all uniforms, unless an employee requests no starch.
13. Temporary and provisional employees may be issued used uniforms for the duration of their temporary or provisional City employment, if such uniforms are available at the laundry service. If a temporary employee becomes permanent, new uniforms shall be issued.
14. In those divisions that have selected a uniform plan, it is mandatory that all employees covered by the plan wear the prescribed uniform. The only exception is that a medical provider may exempt an employee because of a medical restriction of the employee.

Employees who receive a uniform allowance are responsible for laundering and maintaining their uniform in good repair. Upon separation from City employment the former employee is no longer authorized to wear the uniform without express written consent from the Department Head.

Attachment A – Uniform Policy

<u>Plans</u>	<u>Description*</u>
Plan 1	Cotton Overalls - Provide 11 initially and launder 5 each week
Plan 2	Cotton Coveralls, Hi-Visibility - Provide 11 initially and launder 5 each week
Plan 3	Cotton Pants - Provide 11 initially and launder 5 each week
Plan 4	Cotton Pants, Hi-Visibility - Provide 11 initially and launder 5 each week
Plan 5	Cotton Shirts - Provide 11 initially and launder 5 each week
Plan 6	Fire Resistant Shirts and Fire Resistant Jeans - Provide 11 of each initially and launder 5 each week
Plan 7	Shorts - Provide 11 initially and launder 5 each week
Plan 8	Lab Coats - Provide 7 initially and launder 3 each week
Plan 9	Polo Shirts - Provide 11 initially and launder 5 each week
Plan 10	Overalls - Provide 11 initially and launder 5 each week
Plan 11	Overalls, Hi-Visibility - Provide 11 initially and launder 5 each week
Plan 12	Pants - Provide 11 initially and launder 5 each week
Plan 13	Pants, Hi-Visibility - Provide 11 initially and launder 5 each week
Plan 14	Shirts - Provide 11 initially and launder 5 each week
Plan 15	Shirts, ANSI 3 Hi-Visibility - Provide 11 initially and launder 5 each week
Plan 16	Jeans - Provide 11 initially and launder 5 each week
Plan 17	Cargo Pants - Provide 11 initially and launder 5 each week
Plan 18	Supervisor Shirts - Provide 11 initially and launder 5 each week
Plan 19	Supervisor Pants - Provide 11 initially and launder 5 each week

***Quantities provided may vary due to factors such as employee work schedules.**

